

**PRE-CONSTRUCTION REPORT FORMAT  
(SAMPLE)**

Project Name: \_\_\_\_\_ Project # \_\_\_\_\_

Location: \_\_\_\_\_

Description of Work to be Performed: \_\_\_\_\_

Contractor: \_\_\_\_\_ Contract Amount: \$ \_\_\_\_\_

Conference Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Location: \_\_\_\_\_

**Items covered During Pre-Construction Conference**

- ☐ Attach a list of meeting participants – names and titles
- ☐ General Labor Standards concepts
- ☐ Grantee's role and responsibilities
- ☐ Contractor's role and responsibilities
- ☐ Section 3 of the Housing and Urban Development Act of 1968
- ☐ Equal Opportunity
- ☐ Submission of weekly payrolls, other reporting requirements, and sanctions
- ☐ Method and time frame for payment
- ☐ Use of subcontractors
- ☐ Submission of Apprenticeship documentation (if applicable)

- ☐ Prevailing Wage applicable to project (Heavy/Highway, Building, or Both)
- ☐ Discussion of how dual Federal and State prevailing wage rates apply to CDBG funded projects
- ☐ Contractor informed of the requirement to pay the higher of the State or Federal wage rate per classification on CDBG funded projects.

**Note:** In situations where the Federal “80/20 rule” is applicable, rates from the Federal Heavy & Highway determination could be in force along with the State Building schedule. In this circumstance, the higher of the two wage rates must still be paid.